



**International Business & Technical Consultants, Inc.**

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**RFQ Issue Date:** June 22, 2023

**RFQ Question Due Date and Time:** June 23, 2023 17:00 EDT

**RFQ Closing Date and Time:** July 7, 2023 17:00 EDT

**Prime Contract Name and Number:** Global Health Technical Assistance and Mission Support (GH-TAMS)/ Contract No. 7200AA19M00019 / Task Order under IDIQ GS00Q14OADS121

**Client:** US Agency for International Development

**Subject:** RFQ-23-IBTCI-001 for Mobile Security Services in Juba, South Sudan

International Business & Technical Consultants, Inc. (IBTCI) is pleased to issue this request for quote for Mobile Security Services in Juba, South Sudan.

IBTCI, at its sole discretion, intends to award a firm fixed price (FFP) type purchase order as a result of this solicitation based on the Statement of Work, but reserves the right to not make an award or make multiple awards.

All questions regarding the solicitation and quotations in response to this RFQ must be submitted to Carolyn Keefe at ckeefe@ghtams.com by the date and time specified at the top of this page.

Late submission of quotations may be considered non-responsive and will not be further reviewed. However, IBTCI may review such submissions at its sole discretion if it is determined that it is in the best interest of IBTCI and its client. The date and time for receipt of quotes are IBTCI's server date and time at which the quotes are received.

The Offeror is responsible for all costs related to preparation and submission of its quote in response to the requested information listed herein.

**I. Offeror Submission Instructions:**

IBTCI requires all quotes to be submitted in writing in English. Quotes should have a signed cover letter with a statement that the terms and conditions of this RFQ are accepted. The subject line of the email must be: Quote for RFQ-23-IBTCI-001 for Mobile Security Services in Juba, South Sudan for Global Health Technical Assistance and Mission Support (GH-TAMS". The quote must include the following:

1. Cover letter using the template provided in *Attachment #7 – "Cover Letter Template"*
2. A capabilities statement in response to the Pass/Fail Criteria to demonstrate that the Offeror meets the pass/fail criteria requirements.

3. Past performance and proof of similar work experience in the template provided in *Attachment #3 – “List of Past Performance”*
4. Price quote in the template provided in *Attachment #2 – “Quote Template”*. If the quoted price exceeds \$30,000 USD, Offeror must have a Unique Entity Identifier (UEI) number issued by the System for Award Management ([www.sam.gov](http://www.sam.gov))
5. Completed and signed Vendor Questionnaire as provided in *Attachment #4 – “Vendor Questionnaire”*
6. Copy of certification of incorporation or corporate business registration (please provide original copies and translation in English if applicable)

Incomplete quotes will be rejected at IBTCI's sole discretion.

## II. Price Quote:

The Offeror shall submit a price quote in writing using the template provided in *Attachment #2 – “Quote Template”*. All quotes must be provided in USD. The contracting out of any work described in the *Attachment #1 – “Statement of Work”* to a second tier subcontractor is prohibited and a disqualifying factor for consideration of this award.

## III. Selection & Evaluation

This is a lowest price technically acceptable (LPTA) procurement. IBTCI will first review the technical acceptability of the offers using the established pass/fail criteria in this RFQ. Selection will be made, at IBTCI's sole discretion, to the responsible Offeror(s) whose technical proposal is acceptable and offers the lowest price among other technically acceptable offers.

Quotes will be evaluated on a pass/fail basis for the following criteria:

No.	Requirement	Pass/Fail
1	Demonstrated performance of conducting similar type of secure airport transfer and in-city movement in Juba, South Sudan.	PASS OR FAIL
2	Demonstrated institutional and technical ability to manage the client's needs and deliver professional work in an operationally difficult environment	PASS OR FAIL
3	Must be able to provide vehicles with the following specifications: <ul style="list-style-type: none"> <li>• Armed or Unarmed (based on provider's recommendation) Close Protection Officer (CPO), English-speaking</li> <li>• Trained English-speaking driver</li> <li>• Location based tracking system if available</li> <li>• First Aid Kit</li> <li>• Vehicle breakdown kit</li> <li>• 2015 or newer model with less than 100,000 miles</li> </ul>	PASS OR FAIL

Thank you for your interest in working with IBTCI. We look forward to receiving your quote.

Sincerely,

*Madeleine Orange*

Madeleine Orange  
GH-TAMS Senior Project Manager

**Attachments**

1. Statement of Work
2. Quote Template
3. List of Past Performance
4. Vendor Questionnaire
5. Authorized Geographic Code
6. Terms and Conditions
7. Cover Letter Template

## Attachment 1 – Statement of Work

### Overview of IBTCI and Requirement:

International Business & Technical Consultants, Inc. (**IBTCI**), a U.S. based international development consulting company established in 1987, has worked in over one hundred countries and implemented over two hundred projects. IBTCI serves government agencies, private sector companies and several donor agencies. IBTCI specializes in Monitoring & Evaluation (M&E) across many sectors including, but not limited to, conflict and crisis, democracy and governance, economic growth, education, environment, and global health.

### Mobile Security Services

IBTCI is looking to engage security services equipped to provide an armed or unarmed escort service upon request (ideally requests will be submitted no less than 24 hours before each task), required to secure consultant movement and is supported by a robust operations room back up system to assist and monitor consultant movement. This service shall take the form of highly trained English-speaking security personnel; a driver, and escort in a fit for purpose vehicle(s), in order to transport GH-TAMS consultants in low profile soft-skin vehicles equipped with radio communications and, if possible, satellite tracking systems, enabling our consultants to be tracked in real time.

### All vehicles shall include:

- Armed or Unarmed (based on provider's recommendation) Close Protection Officer (CPO) English speaking
- Trained English speaking driver
- Location based tracking system if available
- First Aid Kit
- Break down equipment

### Major tasks and activities are to include:

- Airport pick up and drop off
- Daily transportation
- In-city movement
- Security services

### Movement Types

- 2x low profile sedans (for movement in cities)
- Both vehicles should include:
  - 1x Armed or Unarmed CPO, English speaking
  - 1x Trained English speaking driver
  - Room for 2x passengers
  - Includes cost for fuel and road tolls

The offeror will provide services for four consultants based on the dates of their arrival. All dates are subject to change.

Consultants	Travel Details	Date
Dr. Riziki Kisonga Dr. Anne Njoroge Dr. Moorine Sekadde Mr. Abdunoor Nyombi	Airport to Hotel Transfer(s)	July 16, 2023
	In-city transfers within Juba	July 17 – 19, 2023
	Hotel to Airport Transfer(s)	July 20, 2023

**Anticipated Deliverables:**

No.	Deliverable	Due Date
1	Airport pick up of 4 consultants in Juba	o/a July 16, 2023
2	Daily transport—hotel to place of performance for 4 consultants in Juba	July 17 – 19, 2023
3	Airport drop off 4 consultants in Juba, South Sudan	o/a July 20, 2023
4	Daily activity status report to IBTCI Security team and GH-TAMS	Daily

[END OF ATTACHMENT 1]

## **Attachment 2 – Quote Template**

Attached separately in Microsoft Excel.

[END OF ATTACHMENT 2]

### ATTACHMENT 3 – List of Past Performance

A. Has your organization worked with IBTCI in the past 5 years? ☐ Yes ☐ No

B. If yes, provide the following details:

No.	Project Name	Period of Performance	Description of Services	Point of Contact (Name and Phone Number) for Reference Check	Contract Value (in USD)
1					
2					
3					
4					

C. Does your organization have similar work experience outside of IBTCI? ☐ Yes ☐ No

D. If yes, provide the following details:

No.	Organization Name	Period of Performance	Description of Services	Point of Contact (Name and Phone Number) for Reference Check	Contract Value (in USD)
1					
2					
3					
4					

## Attachment 4

### International Business & Technical Consultants, Inc. (IBTCI)

#### Vendor Questionnaire

VENDOR INFORMATION			
VENDOR LEGAL NAME:			
VENDOR DBA (DOING BUSINESS AS) NAME, IF ANY:			
PRINCIPLE PLACE OF BUSINESS AND ADDRESS:			
CITY:	STATE:	ZIP CODE:	COUNTRY:
UEI:	TIN:		
TYPE AND CLASSIFICATION OF ORGANIZATION			
Is your organization a small business? <input type="checkbox"/> Yes <input type="checkbox"/> No, if yes, check one from below:			
<b>1. SMALL BUSINESS CLASSIFICATIONS (<a href="http://www.sba.gov/size/">http://www.sba.gov/size/</a>)</b>			
<input type="checkbox"/> HUBZone (Historically Underutilized Business Zone) located firms (SB+HUBZone)** <input type="checkbox"/> Service-Disabled Veteran-Owned Small Business (SB+SDVOSB)* <input type="checkbox"/> Small Business Concern (SB)*		<input type="checkbox"/> Small Disadvantaged Business or Minority-owned Business (SB + SDB)* (Eligibility: Self-certified Minority-owned business [African Americans, Asian Americans, Hasidic Jews, Hispanic Americans, Native Americans, and Pacific Islanders], and/or 8(a) certified.) <input type="checkbox"/> Veteran-Owned Small Business (SB+VOSB)* <input type="checkbox"/> Woman-Owned Small Business (SB+WOSB)*	
Federal Laws and Regulations provide penalties for vendor/subcontractor misrepresentation of size and status information. The applicable provisions can be found in 48 C.F.R. 52.219-1 and 15 U.S.C. 645(d). * 51% or more owned and daily-managed by the respective Minority-, Woman-, Veteran Individual (s), in accordance with Federal Acquisition Regulation 52.219-8 ** Valid certification required; HUBZone firms must be listed on <a href="http://web.sba.gov">http://web.sba.gov</a> <b>If a small business, the vendor hereby represents that the size and/or socioeconomic status of the vendor is current, accurate, and complete as of the date of the offer submission.</b>			
<b>2. IF NOT A SMALL BUSINESS, CHECK ONE</b>			
<input type="checkbox"/> U.S. Entity ( <input type="checkbox"/> For-Profit <input type="checkbox"/> Non-Profit)  <input type="checkbox"/> Corporate Entity (tax-exempt)  <input type="checkbox"/> Corporate Entity (not-tax exempt)		<input type="checkbox"/> Non-U.S. Entity ( <input type="checkbox"/> For-Profit <input type="checkbox"/> Non-Profit)  <input type="checkbox"/> Government Entity (Federal, State, or Local)  <input type="checkbox"/> Sole Proprietorship	
ORGANIZATION INFORMATION			
Is the organization publicly listed? <input type="checkbox"/> Yes <input type="checkbox"/> No, if yes, where? _____			



Is it legal for the vendor to enter into a relationship, to perform the services of the proposed agreement, and to participate as a partner with IBTCI? ☐ Yes ☐ No

Is your organization a subsidiary or owned by another company? ☐ Yes ☐ No, if yes, provide the following information:

1. Parent Company Name: \_\_\_\_\_
2. Parent Company TIN: \_\_\_\_\_
3. Parent Company UEI: \_\_\_\_\_

Does your organization maintain registration in the place of performance? ☐ Yes ☐ No, If yes, provide a current original copy and translation in English if needed.

Is your company, any subsidiary, or any key employee or senior management member, currently subject to any form of judgment, lien, or pending lawsuit, including bankruptcy or reorganization proceedings?  
☐ Yes ☐ No, If yes, please provide details regarding such, including but not limited to the name of the opposing party, the basis for the action, and the current status of the matter (i.e. pending or resolved).

\_\_\_\_\_

### POLICY INFORMATION

Does your organization use covered telecommunication and video surveillance services or equipment as defined in FAR 52.204-25?

☐ Yes ☐ No

Covered telecommunications and video surveillance services and equipment means:

1. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);
2. Video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
3. Telecommunications or video surveillance services provided by such entities or using such equipment; or
4. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Note: *Covered foreign country* means The People's Republic of China.

**COMPLETE THE BELOW SECTION ONLY IF YOU ARE A NON-U.S. ORGANIZATION**

What currency does your organization use to conduct its business activities?

Please explain: \_\_\_\_\_

**ETHICS AND ANTI-CORRUPTION**

Do you agree to abide by, the provisions of applicable laws, including but not limited to the Foreign Corrupt Practices Act in providing goods and services under the proposed purchase order? ☐ Yes ☐ No

**EVIDENCE OF RESPONSIBILITY**

In accordance with the evidence of responsibility criteria of FAR 9.104-1 General Standards, Offeror represents that:

- (i) Offeror has adequate financial resources to perform the contract, or the ability to obtain them in accordance with FAR 9.104-3(a);
- (ii) Offeror is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
- (iii) Offeror has a satisfactory performance record in accordance with FAR 9.104-3(b) and Subpart 42.15;
- (iv) Offeror has a satisfactory record of integrity and business ethics including satisfactory compliance with the law including tax laws, labor and employment laws, environmental laws, antitrust laws, and consumer protection laws;
- (v) Offeror has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors) in accordance with FAR 9.104-3(a);
- (vi) Offeror has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
- (vii) Offeror is otherwise qualified and eligible to receive an award under applicable laws and regulations.

I have read, agree to, and certify that all statements, information and attachments provided are true, complete, and accurate to the best of my knowledge. I acknowledge that false, undisclosed, incomplete and/or misleading information herein may constitute grounds for disqualification as a vendor to IBTCI. By agreeing, I understand that providing this information does not constitute an offer to enter into an agreement. IBTCI will not have any obligation to an interested party unless and until it has entered into a written agreement or issued a valid purchase order with the interested parties on terms and conditions satisfactory to IBTCI.

Name (Last, First):	
Title:	
Signature:	
Date:	

[END OF ATTACHMENT 4]

## Attachment 5 – Authorized Geographic Code

### THE AUTHORIZED GEOGRAPHIC CODE FOR THIS TRANSACTION IS: 937

For the procurements under this activity, the authorized geographic code is 937. The procurement is authorized from the United States, the recipient country, and developing countries other than advanced developing countries, but excluding those covered by special procurement rules in [22 CFR 228.19](#), and excluding procurements from prohibited sources. Under no circumstances may items be furnished from a prohibited source if any proclamation, Executive Order, or statute administered by OFAC, or if OFAC's implementing regulations at 31 CFR Chapter V, would prohibit such a transaction by a person subject to the jurisdiction of the United States. For more information, see FAR 52.225-13.

**Under no circumstances may items be furnished from the following prohibited sources:**

- North Korea
- Iran
- Sudan
- Libya
- Syria
- Cuba
- Russia/Crimea Region of Ukraine
- Burma

The current list of prohibited countries can be accessed at:

<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information>.

If the transaction is more than \$25,000 (excluding those covered by special procurement rules in [22 CFR 228.19](#), and excluding procurements from prohibited sources) the only countries eligible as sources of supply can be accessed at:

<https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups>

[END OF ATTACHMENT 5]

## Attachment 6 – Terms and Conditions

*Note: The clauses below are from the prime contract and the references to “USAID” or “Government” shall refer to IBTCI, where appropriate and the reference to “Contractor” shall refer to Subcontractor. The full text of the clauses are available at the link below: <http://farsite.hill.af.mil/reghtml/regs>*

52.244-6 Subcontracts for Commercial Items. As prescribed in 44.403, insert the following clause: SUBCONTRACTS FOR COMMERCIAL ITEMS (DEC 2013)

(a) Definitions. As used in this clause— “Commercial item” has the meaning contained in Federal Acquisition Regulation 2.101, Definitions. “Subcontract” includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier. (b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or non-developmental items as components of items to be supplied under this contract.

(c)(1) The Contractor shall insert the following clauses in subcontracts for commercial items:

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)), if the subcontract exceeds \$5,000,000 and has a performance period of more than 120 days. In altering this clause to identify the appropriate parties, all disclosures of violation of the civil False Claims Act or of Federal criminal law shall be directed to the agency Office of the Inspector General, with a copy to the Contracting Officer.

(ii) 52.203-15, Whistleblower Protections Under the American Recovery and Reinvestment Act of 2009 (Jun 2010) (Section 1553 of Pub. L. 111-5), if the subcontract is funded under the Recovery Act.

(iii) 52.219-8, Utilization of Small Business Concerns (JUL 2013) (15 U.S.C. 637(d)(2) and (3)), if the subcontract offers further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iv) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(v) 52.222-35, Equal Opportunity for Veterans (SEP 2010) (38 U.S.C. 4212(a));

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496), if flow down is required in accordance with paragraph (f) of FAR clause 52.222-40. FAC 2005-71 DECEMBER 26, 2013 SUBPART 52.2—TEXT OF PROVISIONS AND CLAUSES 52.244-6 52.2-265

(viii) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

(ix) 52.225-26, Contractors Performing Private Security Functions Outside the United States (JUL 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(x) 52.232-40, Providing Accelerated Payments to Small Business Subcontractors (DEC 2013), if flow down is required in accordance with paragraph (c) of FAR clause 52.232-40. (xi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. App. 1241 and 10 U.S.C. 2631), if flow down is required in accordance with paragraph (d) of FAR clause 52.247-64). (2) While not required, the Contractor may flow down to subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations. (d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

(End of clause)

[END OF ATTACHMENT 6]

## Attachment 7 Cover Letter Template

**[Insert Date]**

To: International Business & Technical Consultants (IBTCI)  
8618 Westwood Center Dr., STE 400  
Vienna, VA 22182

RE: Global Health Technical Assistance and Mission Support Project (GH-TAMS), RFQ Number:  
RFQ-23-IBTCI-001

Dear IBTCI:

**[Company Name]** hereby submits its quote/proposal in response to the RFQ Number 23-RFQ-IBTCI-001 for Mobile Security Services in South Sudan under the Global Health Technical Assistance and Mission Support Project (GH-TAMS). Our attached quote/proposal is for the total price of **\$XXXX**. I, the undersigned, certify the validity period of our quote/proposal is **XXXX** days. Our quotation/proposal is binding upon us subject to the modification resulting from any discussions.

Additionally by submitting this offer, the Offeror certifies that:

- They have not/will not attempt to bribe or make any payments to IBTCI employee(s) in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice. Either the Offeror or IBTCI staff can report violations to the Toll-Free Ethics and Compliance Anonymous Hotline via email at [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) or via direct dial at:
  - English speaking USA and Canada: 833-260-0005
  - Spanish speaking USA and Canada: 800-216-1288
  - French speaking Canada: 855-725-0002
  - Spanish speaking Mexico: 01-800-681-5340
  - All other countries outside North America: 800-603-2869 (must dial country access code first click here for access codes and dialing instructions)
- To the best of its knowledge and belief, that there are no relevant facts or circumstances that could give rise to any actual or potential organizational or personal conflict of interest either for the organization or any of its staff. Offeror further certifies that the organization has disclosed all such relevant information if such a conflict of interest appears to exist to a reasonable person with knowledge of the relevant facts (see FAR Part 9.5). The Offeror agrees that if an actual or potential conflict of interest is discovered after the award is made, it will make a full disclosure in writing to IBTCI.
- To the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this purchase order.

Sincerely,

**[Point of Contact Name]**

[Title]  
[Company Name]  
[Company Address]

[END OF ATTACHMENT 7]





# 917 RFQ Template FINAL 06-30-2023 BM

Final Audit Report

2023-06-30

Created:	2023-06-30
By:	Bezawit Mamo (bmamo@ghtams.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAARFUtk8M4tQcjN5gLFiRjkpngtIDyia22

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-  Document e-signed by Maddie Orange (morange@ghtams.com)  
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-  Agreement completed.  
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